

Kronos InTouch Terminal for Retail

Terminal Overview

Indicator Lights

Biometric (Finger) Scanner

Proximity Reader



- GREEN** indicates a successful transaction
- RED** indicates an unsuccessful transaction
- YELLOW** indicates the terminal is receiving power

Using the Soft Keys

The InTouch clock displays your related tasks. To use a soft key, do the following:

- 1** On the screen, touch the applicable soft key. Regardless of the soft key, you are prompted to enter your finger/badge number before proceeding.
- 2** Follow the instructions when prompted. To accept information, touch **Enter**.



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Retail Terminal – Manager Mode

Managers will record punches and transactions while the terminal is in **Manager Mode**. The following transactions can be recorded in **Manager Mode**.

- Use the **Manager Punch** softkey to record punch in and out for a shift or for a meal.
- Use the **Manager Labor Transfer** softkey to record a transfer punch.
- Use the **Punch Status** softkey to view information about the most recent punch recorded.
- Use the **Review Punches** softkey to view all punches recorded at that terminal in the last 12 hours.
- Use the **Enroll Employee** softkey to enroll employees to the terminal so they can finger scan.
- Use the **Unenroll Employee** softkey to remove an employee’s enrollment record from the terminal.
- Use the **Approve Timecard** softkey to approve an employee’s own timecard.



Type of Punch	Records	How it Works
Simple Punch	Punch In / Out	Touch Soft Key: Manager Punch, then place the finger on the Biometric Scanner.
Transfer Punch	Transfer Punch In	Touch Soft Key: Manager Labor Transfer, then place the finger on the Biometric Scanner.



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Manager Functions - Accessing Manager Mode

Managers can access the terminal to perform specific tasks above and beyond employee tasks

1 Touch the **Manager Logon** soft key.



2 Press your finger on the finger scanner.
(Go to step 4.)



If you aren't enrolled at the terminal go to step 3.

3 Tap your employee badge against the proximity reader.

4 Enter your **Manager Password**.

5 Press **Enter**.



Manager Mode opens



Manager Functions - Logging off Manager Mode

1 Touch **Log Off** soft key.



Employee mode displays.



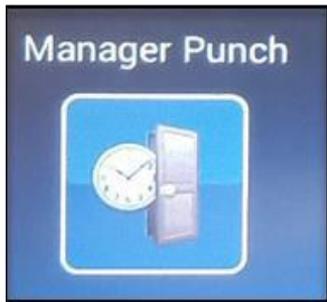
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Manager Punches - Recording Punches

Managers will record punches to start their shift, end their shift and start and end meals. Punches should be recorded using the finger scanner, however if an employee isn't enrolled at the terminal, employees can still tap the badge against the proximity reader.

1 Access **Manager Mode** on the terminal.

2 Touch the **Manager Punch** soft key.

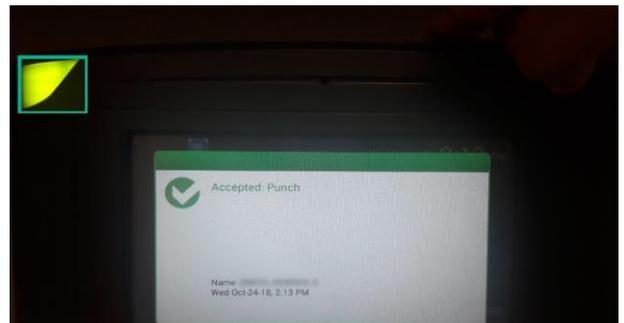
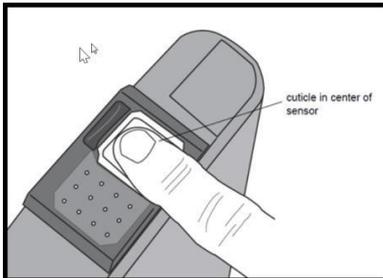


4 Tap your employee badge against the proximity reader.



3 Press your finger on the finger scanner.
(Go to step 5).

5 Review the terminal screen to confirm the in or out punch was successful.



If you aren't enrolled at the terminal go to step 4.

Note: A return punch from a meal **MUST BE** 30 minutes after clocking out for the meal. A return punch from a meal that is less than 30 minutes from the out punch will not be accepted at the terminal.



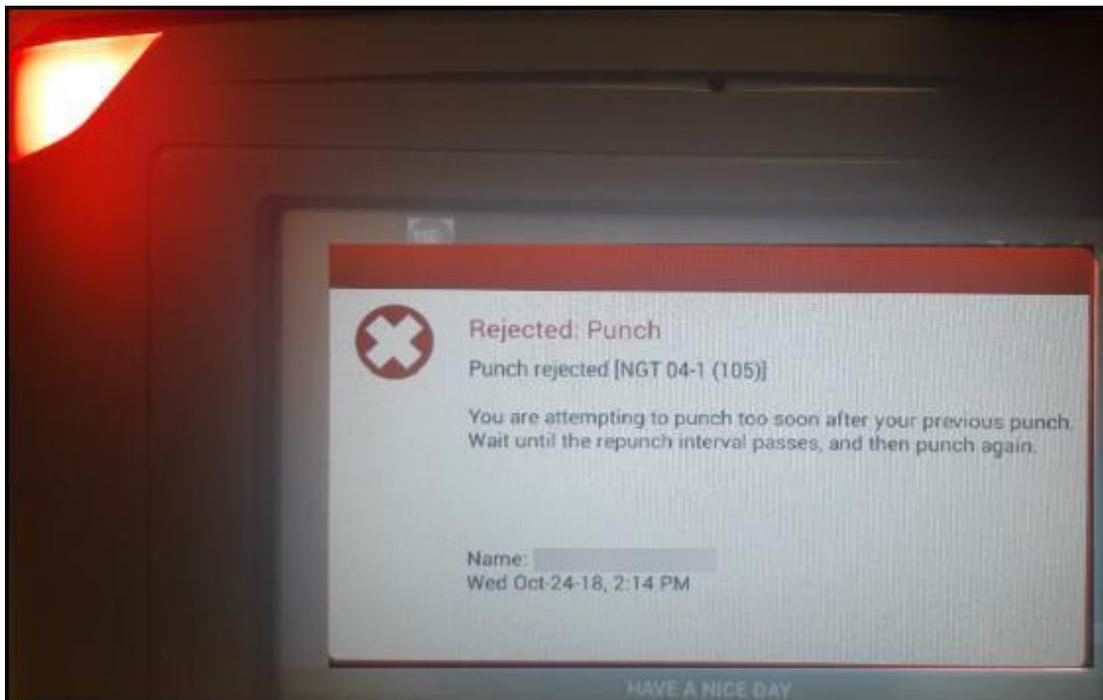
Common Error

The terminal will not record a punch for a manager if that punch is less than 30 minutes after the most recent punch recorded. If a manager attempts to record a punch less than 30 minutes after the previous punch, the following screen will display:

Retail Restrict Punch Interval (i.e. 30min)

- To record any punch, a manager must wait 30 minutes after their previous punch.
- To record a transfer punch, a manager must wait 30 minutes after the previous transfer punch.
- To record a punch after a transfer, a manager must wait 30 minutes after the previous transfer punch.

NOTE: If a manager is asked to return from their meal before the 30 minutes is up, **THE MANAGER'S MANAGER MUST RECORD THAT PUNCH IN MCtime.**



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Manager Functions – Recording a Job Transfer

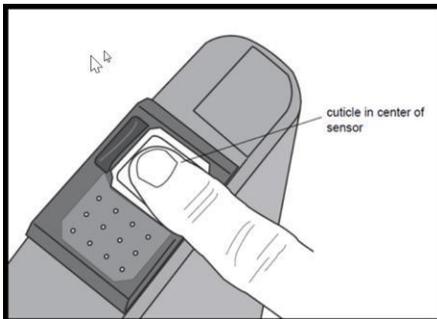
Managers can transfer their own time at the terminal from Manager Mode.

1 Access **Manager Mode** on the terminal.

2 Touch the **Manager Labor Transfer** soft key.



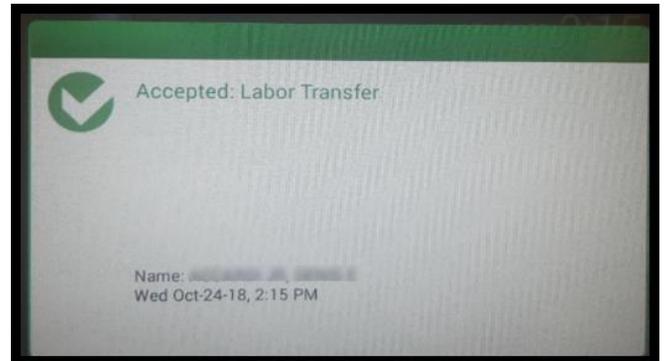
3 Press your finger on the finger scanner. (Go to step 5.)



4 Tap your employee badge against the proximity reader.



5 Review the terminal screen to confirm the transfer was successful.



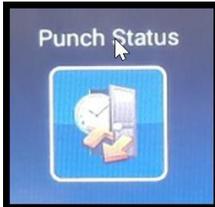
If you aren't enrolled at the terminal go to step 4.



Manager Functions - Punch Status

The Punch Status function shows employees and managers their most recent punch. This function should be used if you are unsure whether your last punch was recorded successfully. The Punch Status feature ONLY shows punches recorded in the last 12 hours and shows time elapsed since the last punch was recorded.

- 1 Touch the **Punch Status** soft key.

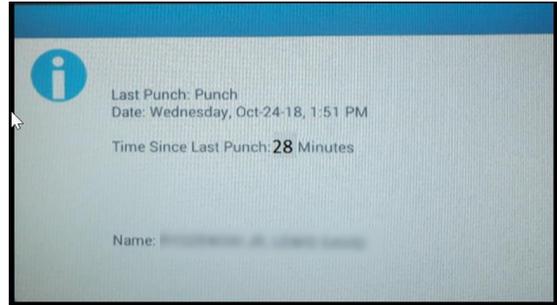


- 2 Press your finger on the finger scanner.

OR

- 3 Tap your employee badge against the proximity reader.

- 4 Review the terminal screen to confirm the transfer was successful.



Manager Functions - Review Punches

The Review Punches function shows employees and managers all their successfully recorded punch activity over the last 12 hours.

- 1 Touch the **Review Punches** soft key.

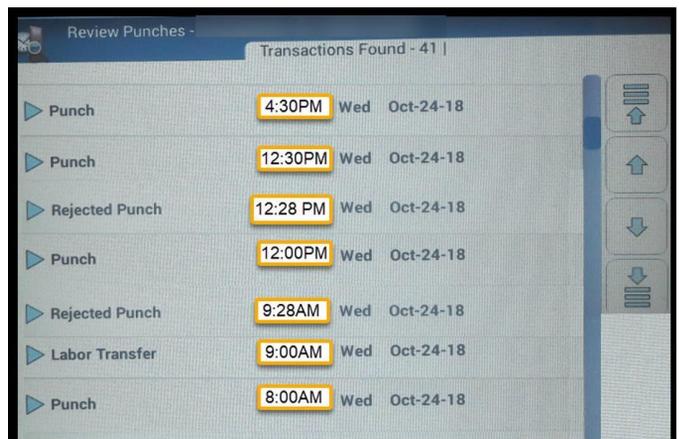


- 2 Press your finger on the finger scanner.

OR

- 3 Tap your employee badge against the proximity reader.

- 4 Review the terminal screen to confirm your punches.



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Manager Functions – Timecard Approval

The Timecard Approval function allows managers to review and approve their timecards in preparation for payroll processing.

- 1 Touch the **Approve Timecard** soft key.



- 2 Press your finger on the finger scanner. (Go to step 4)

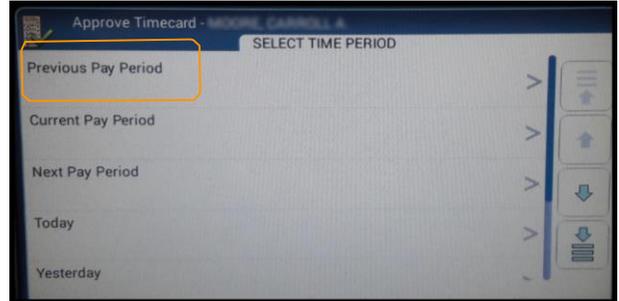


If you aren't enrolled at the terminal go to step 3.

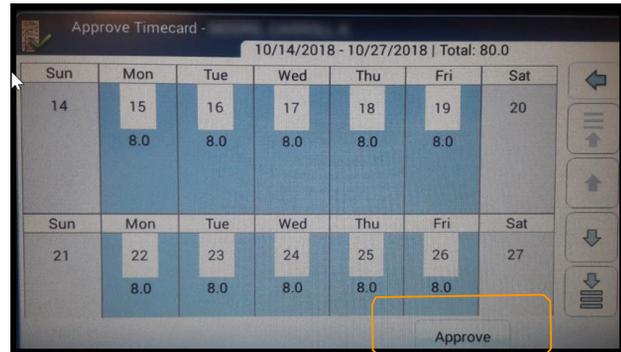
- 3 Tap your employee badge against the proximity reader.



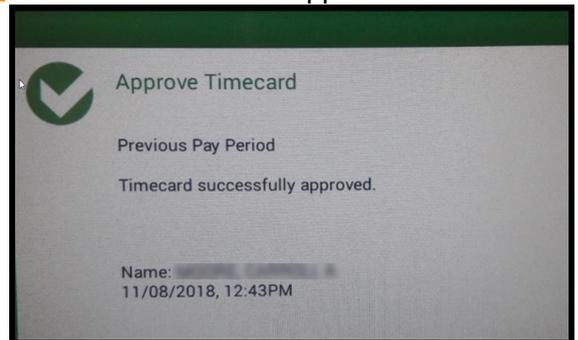
- 4 Select **Previous Pay Period** from the Time Period field.



- 5 Click the **Approve** button.



- 6 Confirm the timecard approval is successful.



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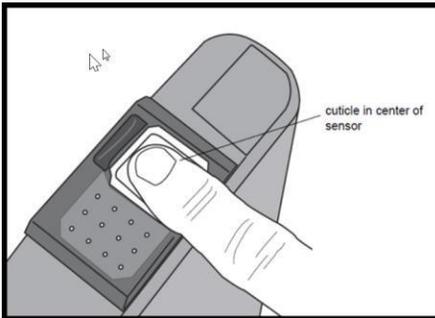
Manager Functions – Removing Timecard Approval

If a manager approved their time in error, they can remove that timecard approval at the terminal.

1 Touch the **Approve Timecard** soft key.



2 Press your finger on the finger scanner. (Go to step 4).

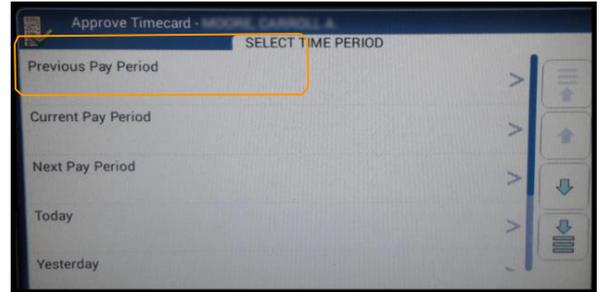


If you aren't enrolled at the terminal go to step 3.

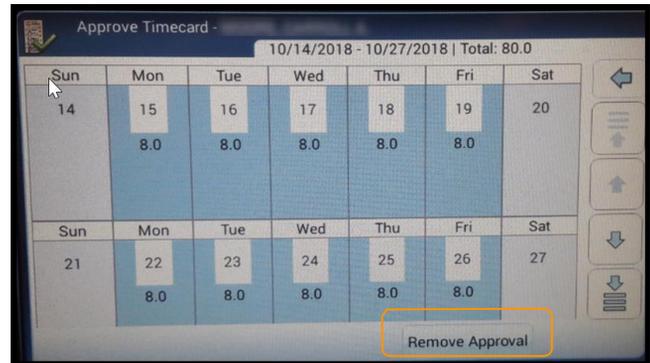
3 Tap your employee badge against the proximity reader.



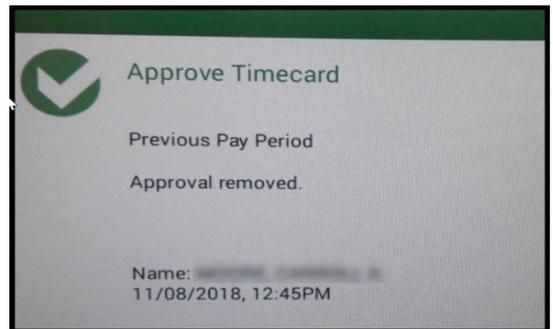
4 Select **Previous Pay Period** from the Time Period field.



5 Click the **Remove Approval** button.



6 Confirm the timecard approval has been removed successfully.



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Manager Functions - Biometric Enrollment

Managers can enroll employees at the terminal so that they can record punches and transfers using the finger scanner

1 Access **Manager Mode** on the terminal.

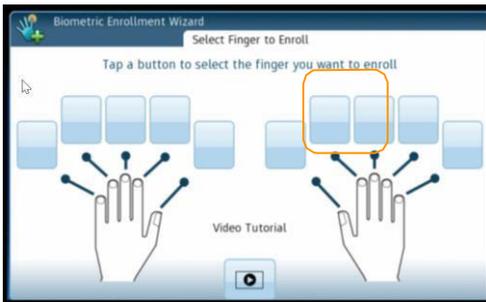
2 Touch the **Enroll Employee** soft key.



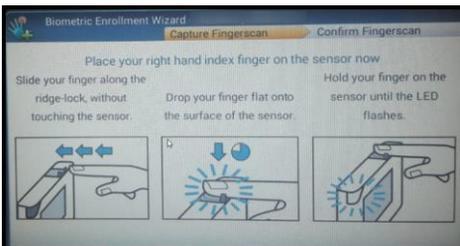
3 Tap your employee badge against the proximity reader.



4 Touch the button assigned to the Right Index finger.



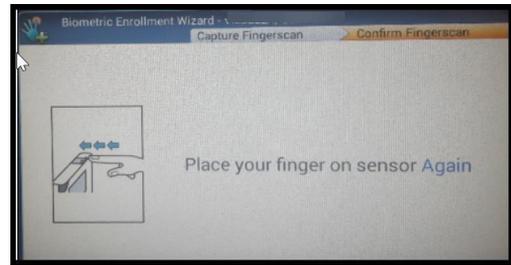
5 Review the information on terminal and have the employee place their finger on the finger scanner.



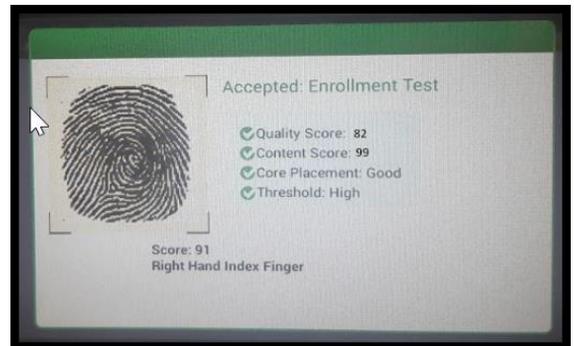
6 Confirm the enrollment is good.



7 Repeat the process to confirm enrollment.



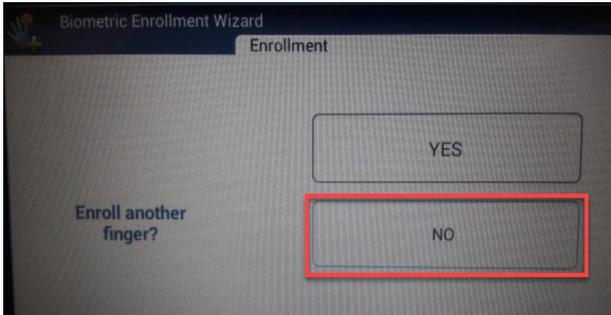
8 Continue until the terminal shows the enrollment has been completed.



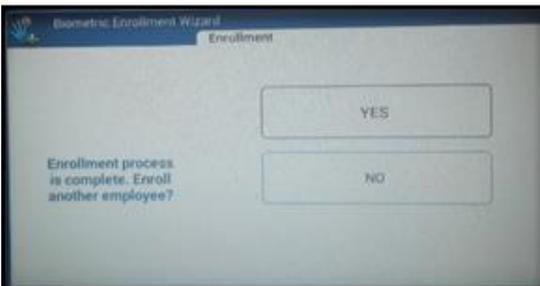
Manager Functions - Biometric Enrollment (cont.)

Managers can enroll employees at the terminal so that they can record punches and transfers using the finger scanner

- 9 Touch **NO** - Enroll ONE finger per employee



- 10 Touch **Yes** to enroll another employee or **No** to return to Manager Mode.



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Manager Functions – Re-enrolling Finger Enrollment Record

When an employee is enrolled at the terminal, they receive a score for Quality and for Content.

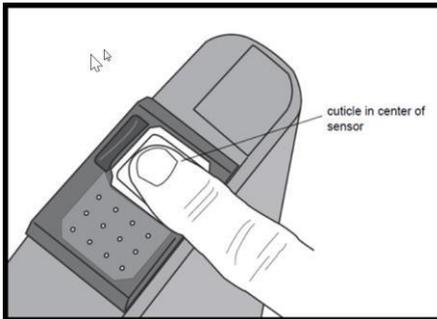
NOTE: If either score is below 60, the employee should be re-enrolled at the terminal.

1 Access **Manager Mode** on the terminal.

2 Touch the **Enroll Employee** soft key.



3 Place the employee's finger on the finger scanner.

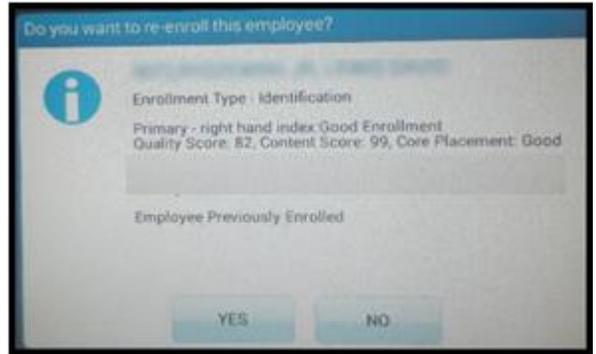


OR

4 Tap your employee badge against the proximity reader.



5 Review the information on terminal.
s Touch **Yes** to re-enroll employee.



The biometric enrollment process will begin again, select either the right or left index finger of the employee.



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Manager Functions - Biometric Unenrollment

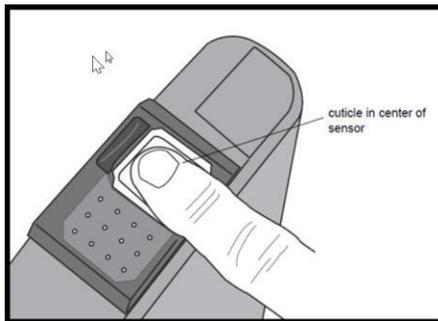
Managers can unenroll employees at the terminal so that they can record punches and transfers using their badge.

1 Access **Manager Mode** on the terminal.

2 Touch the **Unenroll Employee** soft key.



3 Place the employee's finger on the finger scanner.

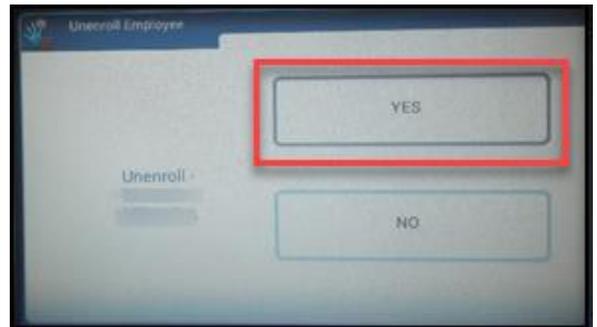


OR

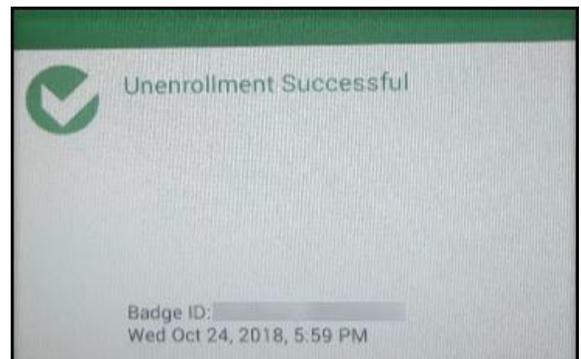
4 Tap your employee badge against the proximity reader.



5 Review the information on terminal. Touch **Yes** to unenroll employee.



6 Confirm the unenrollment is successful.



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InTouch Clock Network Disconnection

The terminal will display a GLOBE icon with a circle and line through to indicate that network connectivity to that terminal has been lost. **THE TERMINAL WILL CONTINUE TO ACCEPT PUNCHES AND RECORD TRANSFERS.**

NOTE: Please inform DLC IT Team if such an issue occurs.



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Best Practices

- To record a transfer punch, tap **Softkey: Labor Transfer**.

Example: Transfer punch at 12:30PM

- If an employee is punching at a store other than their home store, use the **Softkey: Labor Transfer** when punching in. If someone's home IS that store, simply punch in without using any softkey.
- Any **Retail Temporary Clerk** will always need to use **Soft key: Labor Transfer** to Record their Punch In only.

TIMECARD
Last Saved: 9:49AM

Name & ID [] []
Time Period Previous Pay Period

Primary Account(s):
9/18/2016-forever
DLC 85-1990/DLC 85-1892-1-1-18957-
DLC 85 Retail Operations/DLC 85 Burtonsville-1-1-
/Moore, Daniel-

	Date	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X										
X										
X	Mon 10/01	8:00AM		12:00PM	12:30PM	WCC 85331-500W	4:30PM	8.0	8.0	8.0

WCC 85331-500W
Aspen Hill Store-Liquor - OperatingW

- During initial finger enrollment, verify the terminal displays the **CORRECT FULL NAME** of the employee when tapping the badge against the proximity reader. If the terminal displays incorrect information, stop the enrollment process and contact the DLC IT Team.



Note

- **Employees do not have access to edit punches**, however all the necessary corrections can be entered by a supervisor.
- Every terminal user **must to use the same clock** to record transactions **EXCEPT** for Retail employee if they are moving from one store to another store.
- **Every terminal user must punch out when they leave the DLC premises.**
- If an employee is using the terminal for the first time and their finger is not enrolled in the system, the employee can perform all transactions by tapping the badge against the proximity reader.
- Once a finger is enrolled in the system, **all transactions must be initiated through a finger scan.**
- **Each time an employee receives a new badge**, the information needs to be shared with DLC IT Team.
- If a Retail Employee needs to punch in at the Warehouse, or a Warehouse Employee needs to punch in at a Retail store, the employee's finger will not be recognized. The Employee will need to use their badge. When using the badge, the Employee name will not display on the timeclock, the BADGE number of the Employee will display. This is not an issue – just the design of the system. The punch information will be displayed in Mctime.



Questions

Questions related to the:

Timeclock Program should be directed to:

OHR Labor & Employee Relations Team.

Functional Questions should be directed to:

DLC RetailAdmin Team

#DLC.RetailAdmin

#DLC.RetailAdmin@montgomerycountymd.gov

Technical Questions should be directed to:

DLC IT Team.

#DLC.IFS

#DLC.IFS@montgomerycountymd.gov

For any further assistance, please contact:

Mctime Team

Mctime@montgomerycountymd.gov

